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PUBLISHED FOR EMPLOYEES OF THE
SOUTH CAROLINA DEPARTMENT OF
YOUTH SERVICES

BULLETIN NO. 28

MARCH 21, 1973

EQUAL EMPLOYMENT OPPORTUNITY IN STATE AND LOCAL GOVERNMENTS.
AFFIRMATIVE ACTION PLAN.

"The action taken by the 1972 General Assembly in creating the Commission on Human Affairs established a clear and positive policy against discrimination in South Carolina state government. That legislation, as well as the 1972 amendments to the 1964 Civil Rights Act at the federal level, should prompt us to move constructively toward broadening opportunity for all citizens in state government."

"I am confident that the leadership of state government agencies in South Carolina shares my conviction that discrimination should be a thing of the past in our state. By working together to open wider the doors of opportunity in state government, we can not only carry out the mandate of public policy in this regard, we can also set an example for other agencies and companies -- public and private -- throughout the state."

. A direct quote from a letter to all state agency directors from the Governor of South Carolina.

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EQUAL OPPORTUNITY A GENERAL OVERVIEW.

Equal opportunity for all is an American ideal. Some of the nearest approaches to this ideal have been made by public personnel systems adhering to merit principles in their employment practices. The most basic rule of all merit systems is that applicants and employees are considered only on the basis of job-related qualifications. Applicants and employees must be evaluated on the basis of their individual abilities, and not on the basis of extraneous factors such as race, religion, sex, or age.

However, passive prohibition of discriminatory acts is not enough to assure truly equal employment opportunity. It is clear that only through programs of definite, affirmative action to promote equal opportunity can most large-scale employers live up to today's standards of equal opportunity. For such programs to be effective requires strong support and commitment from all administrative levels, with practical plans for actions to be taken and constant evaluation of operations.

With the passage of the Equal Employment Opportunity Act of 1972, State and local governments have become subject to the provisions against employment discrimination in the Civil Rights Act of 1964. The Courts are authorized by the Act to enjoin unlawful conduct and to order affirmative relief as appropriate, including back pay for up to two years prior to the filing of a charge.

Taking affirmative action should not mean that jurisdictions give "preferential treatment" to minority groups or women, or "discriminate in reverse." An affirmative action program should actually reinforce merit employment concepts by assuring that all segments of our society, not just some, have an opportunity to enter the public service on the basis of open competition and advance according to their relative ability. This is accomplished by doing away with barriers such as inadequate publicity about job openings, unrealistic job requirements, tests which lack adequate validity, and insufficient opportunity for upward mobility.

The scope, then, of affirmative action programs must be comprehensive, covering all elements of personnel policy and practice. Focusing on one or two areas, such as recruitment and selection, to the exclusion of other areas will not assure the

desired results. Each program should also be concerned with qualifications requirements, job structure, promotion policies, training to improve job structure, promotion policies, training to improve job performance and upward mobility, and all other related procedures and practices. The working environment itself is another important factor in the success or failure of an EEO effort. Supervisors' attitudes, the way work is assigned, the availability of counseling services, physical facilities - all of these are areas for affirmative action.

The first steps toward affirmative action are probably the most difficult ones to take. Because of this, and in order that a program does not end up being just another piece of paper, practical plans for implementation are essential. Each central personnel agency and each program agency should develop and maintain an affirmative action plan, with responsibilities for actions divided according to existing conditions and administrative patterns. There should be close cooperation between program and personnel administrators in the development of these plans.

One of the first steps to be included in every plan for implementation must be to assess existing situations to determine what needs to be done. This should be followed by the development of realistic goals with specific outlines of necessary action to achieve them. The establishment of such goals, with accompanying time-tables, is a useful management concept which will contribute to the resolution of equal employment opportunity problems. Goals may be both qualitative and quantitative.

Qualitative goals may be related to such areas as improving the climate of employment for minority members and women. For instance, an organization which loses a substantial proportion of minority members through turnover may set goals which include improving the attitudes of other employees and supervisors toward acceptance of the group, providing more effective orientation and motivation of new employees, evaluating and improving training operations, or strengthening the grievance and discrimination appeals processes.

Quantitative, or numerical goals must not be construed as mandatory employment "quotas." To the contrary, this type of goal must be kept flexible. It must be based upon the supply of minority members and women in the appropriate recruiting area with required job skills, and upon the availability of job opportunities - it should not be based upon local population data.

If goals and target dates are designed as realistic and flexible guideposts for management action, they will probably be met through appropriate affirmative action. If they are not met, management should assess the reasons for this and make adjustments as necessary. In any event, goals should be periodically re-evaluated and updated based on the needs of the program and changes in the workforce.

"We Care" is one of our centralized vehicles of communication to inform all employees of any events and information which may be of interest. In an attempt to improve communications, we welcome input from all employees. Extractions from staff meeting minutes would be most informative and interesting. Your assistance will be appreciated.

The EASTER SEAL SOCIETY served 2,253 people in South Carolina this year. Set a child free this Easter. When you use Easter Seals you provide faith, hope and therapy for thousands of Crippled Children. Easter Seals. Use them. They help get little kids up on their feet.

Mr. Roland D. Bollacker has been appointed Easter Seal Chairman for the Department of Youth Services this year. Someone in your school/unit will contact you very soon to extend to you the opportunity to give to the Easter Seal Society.

Many thanks to the students and staff who made the auspicious occasion of the dedication of the environmental sculpture "Imagination In Space" a grand success. A tremendous amount of phone calls and correspondence received indicates that "Imagination In Space" will be one of the major contributors of a major publicity the Department of Youth Services will enjoy. "We Care" salutes each and every individual who has played a part in the success of "Imagination In Space".

* * * * *

IT'S SPRING CLEAN-UP TIME Continued efforts in keeping our grounds and buildings clean and orderly are expected of all.

Please join us in our efforts to keep the Central Office neat by refraining from leaving coffee cups lying around. Your cooperation will be appreciated.

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UPCOMING CONFERENCES, SEMINARS, AND MEETINGS

THE 5TH NATIONAL INSTITUTE ON NARCOTICS AND DANGEROUS DRUGS

Chicago, Illinois
April 23-27, 1973
Chicago Sheraton

Address all inquiries to:

National District Attorney's Association
James R. Heelan, Institute Director
211 East Chicago Avenue - Suite 1204
Chicago, Illinois 60611
Phone: (312) 944-2667

To insure full discussion and participation, a limit must be placed on the number of registrations which can be accepted. Early registration is therefore recommended.

1ST NATIONAL INSTITUTE ON POLICE AND PROSECUTION RELATIONS

Chicago, Illinois
April 1-5, 1973
Chicago-Sheraton Hotel

San Francisco, California
July 15-19, 1973
The Hilton Hotel

Address all inquiries to:

National District Attorneys Association
James R. Heelan, Institute Director
211 East Chicago Avenue - Suite 1204
Chicago, Illinois 60611
Phone: (312) 944-2667

To insure full discussion and participation, a limit must be placed on the number of registrations which can be accepted. Early registration is therefore recommended.

Presented by the National District Attorneys Association and the International Association of Chiefs of Police.

SOUTHEASTERN REGIONAL AMERICAN PROTESTANT

CORRECTIONAL CHAPLAIN ASSOCIATION

Atlanta, Georgia
March 19-21, 1973
State Mountain Lodge

ATLANTA BEHAVIOR MODIFICATION WORKSHOP

Atlanta, Georgia
March (25), 26, 27, 28, 1973
Regency Hyatt House
265 Peachtree Street, N.E.

Address all inquiries to:

Joan F. Bassinger, M.D.
Behavior Modification Technology, Inc.
P. O. Box 23161
Columbus, Ohio 43223
Phone: (614) 239-0305

There will be an added charge of \$5.00 for registration postmarked after March 19, 1973.

SOUTHERN REGIONAL CONFERENCE

CHILD WELFARE LEAGUE OF AMERICA

"CHILDREN OF CHANGE"

Atlanta, Georgia
April 12-18, 1973
Sheraton-Biltmore Hotel

ANNUAL MID-ATLANTIC WORKSHOP FOR BEHAVIORAL CHANGE

Charlotte, N. C.
May 3-5, 1973
Downtowner Motor Inn

Mail all inquiries to:

Behavior Change Workshop
805 Faculty Street
Boone, North Carolina 28607

THE SEVENTH ANNUAL CONFERENCE OF THE

NATIONAL CORRECTIONAL RECREATION ASSOCIATION

Chicago, Illinois
May 6, 7, 8, 9, 1973
Sheraton Chicago Hotel
on North Michigan Avenue

100TH ANNUAL FORUM AND EXPOSITION
NATIONAL CONFERENCE ON SOCIAL WELFARE

Atlantic City, New Jersey
May 27-31, 1973

Address all inquiries to:

National Conference on Social Welfare
22 West Gay Street
Columbus, Ohio 43215

Deadline for advance registration: April 30, 1973

3RD ANNUAL WORKSHOP
ON
CONTEMPORARY PROBLEMS CONFRONTING YOUTH

April 6-7, 1973
St. Andrews Baptist Church Facilities
Columbia, South Carolina

Address all inquiries to:

Mrs. E. McC. Brodie
Division of Health Education
S. C. State Board of Health
J. Marion Sims Building
Columbia, South Carolina 29201

There will be a \$5.00 registration fee.

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NEWS FROM BEHAVIOR MODIFICATION

CREED OF YOUTH COUNSELOR

1. I will lead by example; I will not ask of others what I would not do myself.
2. I will treat others as I would want to be treated.
3. I will not use profanity, then I can expect the same from others.
4. I will try to be a Father, Big Brother, Confessor, Therapist and Friend.
5. I will always talk in my normal voice; this is the best way to show authority.
6. I will not engage in arguments; this tends to lower my image.
7. I will leave my work area in the condition I expect to receive it.
8. I will always help in the continuance of order, by being aware of changes.
9. I will strive for personal mental alertness and stability, knowing my confidence will reflect in others.
10. I will present a professional image at all times.

by Jack Crimmins, Youth Counselor
Behavior Modification Program

NEWS FROM THE S. C. DEPARTMENT OF YOUTH SERVICES YOUTH BUREAU

Spartanburg, South Carolina

The staff of the Spartanburg Field Office completed their orientation sessions which were designed to acquaint them with the Department of Youth Services and their role within the Bureau. The Field Office is now open and eleven (11) referrals have been accepted from the community and the court. Proposed plans are now being formulated for the formal opening to take place during the latter part of April. The Spartanburg Field Office is located at 210 Chesnut Street, Spartanburg, South Carolina, 29301, and the telephone number is 585-8757.

Anderson, South Carolina

The staff of the Youth Bureau Division has assisted Judge M. Glen of the Anderson Family Court in writing a project for a group home for delinquents in the Anderson area. Mr. Julius Gabriel, Superintendent of Maintenance, provided us with vital input in regards to the cost of renovating a building to accommodate boys that would be served in the proposed home. The Grant specified that the Department of Youth Services will provide consultant, monitoring, and evaluation services for the home. No financial assistance has been requested for the operation of the group home from this Department.

Rock Hill, South Carolina

Mr. John Kinchen and Mr. Rallie Seigler represented the Youth Bureau at the Executive Board Meeting of the Youth Service Agency in Rock Hill on February 15, 1973. The Youth Bureau's guidance was asked for in establishing projects in the Rock Hill area that would conform to future expectations of the Youth Bureau Division. The Board was informed that the Bureau could provide monitoring services but that fundings have been committed. The presentation was received very cordially and the membership of the Board stated its desire to cooperate as much as possible in the area of delinquency prevention.

Berkeley County, South Carolina

The S. C. Department of Youth Services received a request from Judge Platt of Moncks Corner for support of a small detention area to serve juveniles to be attached to the new jail that is being planned for Berkeley County. Mr. Rallie Seigler was assigned this project and has made contact with Judge Platt. The Judge has expressed an interest in development of Youth Bureau services in his region.

Georgetown, South Carolina

Mr. Clebe McClary, Director of "The Way" in Georgetown, South Carolina, has advised the Department of a definite need for residential and nonresidential treatment services for children in this area. Resources are available to assist in the development of needed programs when the Youth Bureau finds it feasible to extend services to this area.

NEWS FROM THE WILLIAM J. GOLDSMITH RECEPTION AND EVALUATION CENTER

We were all sorry to see Mr. Ramon Priestino leave the Center, but happy to hear that he will be going back to school working on his Doctorate. BEST OF LUCK TO HIM AND HIS FAMILY.

Congratulations to:

- Martha Jones, a boy born March 5, 1973 (Robert Matthew Jones)
- Joan McCoy - a girl (Jessica Lynne McCoy)
- Linda Steel - a boy (Gerald Jason Steele, III) born March 7, 1973

Congratulations to Mr. Roland Bollacker in his new role as Unit Coordinator of the Reception and Evaluation Center.

Sorry to hear that Douglas Alexander will be leaving the Center March 22, 1973. We have enjoyed having Doug in our Psychologist area.

NEWS FROM JOHN G. RICHARDS SCHOOL FOR BOYS

The Small Engine Repair Shop located on the John G. Richards Campus invites you to bring in your lawn mower for checking out and repair, if need be, before the mower season begins.

If you have a mower that needs repair, all you need to do is bring the mower to the Small Engine Repair Shop on the John G. Richards Campus and be prepared to take care of the expense of the repairs when the mower is picked up. The class is in need of this kind of work.

* *

Mrs. Louisa Batty, Supervisor of Social Services at John G. Richards School for Boys, is resigning her position effective March 22, 1973, to take a position with Youth Bureau Service. Good luck to Mrs. Batty in her new position.

* *

Mrs. Louisa Batty and Mr. Joe Benton, Social Services Department, have been approved to attend the Southern Regional Conference of Child Welfare League in Atlanta, Georgia, on April 15-18.

* *

Personal hygiene for students and cleanliness of buildings and grounds should be stressed and taught by all staff members. How are students to learn unless they are taught?

* *

Important that all staff have I.D. cards for identification. It is also important that these cards be returned to units when leaving employment. Checks can be held pending receipt of I.D. Cards.

* *

Name tags should be worn by all staff members. If you have never received a name tag or have lost the one issued, please contact administrative office for replacement.

NEWS FROM THE CHARLESTON REGIONAL DIAGNOSTIC CENTER

Excerpt from the February 28, 1973, staff meeting at the Charleston Center:

The importance of staff evaluations was discussed. Mr. Rollins stated that he realized that a person's salary depended on his evaluation, but we should also look at the evaluation in a different light. A statement made by Dr. Crews, Charleston County School Superintendent, was quoted:

"The purpose of any evaluation should be to improve the performance of the person being evaluated."

NEWS FROM THE SOUTH CAROLINA SCHOOL FOR BOYS

Mrs. Mary Allen, the wife of Mr. Lenward Allen, one of our employees, was recently in Bruce Hospital with pneumonia. Mrs. Allen has returned home. We wish her a speedy recovery.

* *

Mr. Willie Davis, one of our employees, is a patient in Bruce Hospital. He is not doing well. The cause of his illness has not been fully determined.

* *

Dr. Henry P. Aldredge resigned as Unit Coordinator of the South Carolina School for Boys effective February 28, 1973. We regret losing Dr. Aldredge, but we are glad to see him go to the Department of Mental Retardation. We would like to them, "You have a good man."

* *

Mr. Richard J. McCants has been assigned to our school as Unit Coordinator, and Mr. Richard J. Campbell has come as his Administrative Assistant. Mr. McCants transferred from the Willow Lane School, and Mr. Campbell transferred from the Reception and Evaluation Center, Columbia, South Carolina. The staff appreciates the very fine spirit in which both of these fine men have assumed their duties. The staff is delighted they have come to our school and are eager to cooperate in meeting the total needs of our school.

NEWS FROM THE CENTRAL OFFICE

Mr. Grady A. Decell will deliver a speech to the Charleston Kiwanis Club on Thursday, March 22, 1973.

* *

The Central Office welcomes Mrs. Carolyn Lindler as the new receptionist.

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There has been a cronic problem with the Xerox machine in the Central Office constantly jamming. Copies may be made by persons other than "Call Key Operators" as long as this involves only the setting of the "Print Quantity Selector" and the "Start Print" button.

No one will be allowed to change the paper, insert new paper, or open the Xerox machine unless the person doing so has attended the training class at the Xerox office and is classified as a "Call Key Operator".

Copies made on the Xerox machine must be limited to 50 copies per document.

Your cooperation will be greatly appreciated.

NEWS FROM THE SOUTH CAROLINA STATE EMPLOYEES' ASSOCIATION

As most of you know, we are nearing the end of the SCSEA membership campaign for 1972-73. Every State employee is invited to join or renew their membership in the State Employees' Association.

For quite some time the State Employees' Association has wanted to provide a reduced membership fee for new employees entering State service late in the Association's Membership Year. Effective January 1, 1973, all new State employees were eligible to join the State Employees' Association for the remaining six months at a reduction of 50% of the annual dues.

If you have any questions or would like further information or membership materials, please contact the State Employees' Association, P. O. Box 5206, Columbia, S. C. 29250.

	<u>Regular Annual Dues</u> <u>Schedule</u>	<u>Reduced Dues Schedule</u> <u>for New Employees</u>
Salaries to \$2,000.00	\$2.00	\$1.00
\$2,001.00 to \$3,000.00	\$3.00	\$1.50
\$3,001.00 to \$5,000.00	\$4.00	\$2.00
\$5,001.00 to \$7,000.00	\$5.00	\$2.50
\$7,001.00 to \$10,000.00	\$6.00	\$3.00
\$10,000.00 and over	\$10.00	\$10.00

The South Carolina Employees' Association played a major role in several areas for the State Employees: a comprehensive medical plan; cost of living salary increases; they are presently working on standard work hours for all State Employees.

NEWS FROM WILLOW LANE SCHOOL

The Willow Lane Intensive Care Unit held a staff meeting on Friday, March 15. Gene Hendrix explained the Policies and Procedures Manual.

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Willow Lane welcomes Miss Susan Pollack as secretary at I.C.U. Miss Pollack transferred to Columbia from the S. C. School for Boys.